CHAPTER 4

POST-AWARD PLANNING

Introduction

What the COR/QAE may do

The COR/QAE may be involved in

- Development of significant milestones/due dates for use in planning
- Ensuring that planning activities are documented in the file
- Co-chairing the preliminary post-award orientation meeting
- Assisting the Contracting Officer in establishing agenda, time, place, and other logistics of the post-award orientation
- Contacting the contractor to establish a communication channel and foster a good working relationship

Importance of planning

Because coordination between the Government and contractor is required and both parties are responsible for any delay to the other, planning is necessary. For example, when Government-furnished property is specified in the contract, administrative action by the Government is required to see that it arrives on time and is accounted for.

Other actions, such as approval of plans or conduct of test and evaluation may also impact the contractor's performance schedule. Delays in these areas may be the basis for excusable delays for the contractor.

Tailored plans

Administrative actions must be tailored to the individual procurement. Each contract is potentially different. That is why the COR/QAE needs to read the contract with an eye to what specific actions it requires of the contractor and the Government. This will help the COR/QAE to see the specific steps he will need to take to ensure adequate performance.

Tools for Post-Award Planning

Tools for planning

This table shows tools a COR/QAE would use under different planning scenarios.

Reason for post-award planning	Tool
To verify that the supply/service being provided is IAW the contract	Performance schedules, specifications, reports, visits, quality assurance
To communicate effectively about contract responsibilities	Post-award orientation conference, regular meetings, site visits
To identify available personnel to carry out administrative functions	Letter of Designation, Technical Direction clause
To identify the required level of contract administration	Past experience, training, contract review

Post-award orientation

The post-award orientation, chaired by the Contracting Officer or their duly authorized representative, sets the stage for all dealings between the parties, from contract award until all work has been completed and final payment has been made.

Although not required for all contracts, the post-award or pre-performance conference can be a valuable tool for post-award planning. This is not the time to change a contract although a reason for a modification may arise during it. It is the opportunity for both parties to meet one another face-to-face and work out some of the specific administrative details.

Agenda items

The meeting should focus on the following issues:

- Working relationship between Government and contractor (to include introductions)
- Extent of contractor responsibility
- Clarification of specifications and requirements
- Special technical directions
- Incentive features, if any
- Explanation of special contractual provisions
- Explanation of allowable and non-allowable costs, if appropriate
- Clarification of contractor reporting requirements, if any

Reading the Contract

What the contract says

Be sure to review the contract for the items listed in the table below, some of which may be discussed in a post-award or pre-performance conference or impact post-award planning.

Items to Look for in Reading the Contract

- Special contract clauses
- Critical milestones
- Contractor's quality control procedures
- Contractor's reporting requirements
- Environmental, safety, and health provisions
- Roles of the Government's contract management team members
- Roles of the contractor's contract management team members
- Quality control system

- Waivers and deviations
- Drawing /design approval
- Manuals
- Pre-production samples
- Qualifications and environmental tests
- Inspection and acceptance provisions
- Interpretation of specifications
- Laboratory facilities
- Production requirements
- Production planning
- Milestones and other monitoring devices
- Safety provisions/requirements

Uniform contract format

Except for Construction and Commercial Item contracts, contracts above the simplified acquisition threshold are assembled in a Uniform Contract Format (UCF). This specifies the distinct sections of a contract for all Federal contracts no matter the agency and keeps them in the same sequence so that contractors who may supply or perform for various agencies do not have to learn anew where to find what in a contract each time they move from one agency to another. It also simplifies the job for those who administer contracts of more than one agency.

The table of contents for a contract with this format can be found on the Standard Form (SF) 26, 33, or 1447.

The FAR identifies the contents of each of the sections in the UCF. The contents of some sections will vary depending on the method of procurement (Sealed Bidding vs. Negotiation).

Contents of UCF sections

The titles of each section (See Figure 1) and a brief summary of its contents follows:

PART I. The Schedule

Section A: <u>Solicitation/Contract Form</u>. The SF 33 is used as a form for solicitation, offer, and award, and acknowledgment of amendment. When authorized the SF 1447 or SF 1449 (Commercial Items) can also be used here. In the event there is some significant change after the offer and before award the SF 26 is appropriate.

Section B: <u>Supplies or Services and Prices Cost</u>. A brief description of the supplies or services with Contract Line Item Numbers (CLINs) and, if applicable, Contract Subline Item Numbers (SLINs), quantity and the unit and extended prices columns. This section can use the Optional Form 336 Continuation Sheet and run for pages.

Section C: <u>Description /Specifications</u>. Describes the Agency Need. This is not the place for incorporating the legal rights of the Government or contractor under the contract. Nor is it to be used as a catchall for giving administrative information to the contractor.

Section D: <u>Packaging and Marking</u>. Provides packaging, packing, preservation, and marking requirements, if any.

Section E: <u>Inspection and Acceptance</u>. Includes inspection, acceptance, quality assurance, and reliability requirements.

Section F: <u>Deliveries or Performance</u>. Specifies requirements for time, place, and method of delivery or performance.

Section G: <u>Contract Administration Data</u>. Includes any required accounting and appropriation data and any required contract administration data or instructions other than those on the form in Section A.

Section H: <u>Special Contract Requirements</u>. Includes a clear statement of any special contract requirements not included in Section I or in other sections of the UCF.

PART II. Contract Clauses

Section I: <u>Contract Clauses</u>. Includes clauses required by law or the FAR.

PART III. List of Documents, Exhibits

Section J: <u>List of Documents, Exhibits and Other Attachments</u>. Includes title, date, and number or pages for each attached document.

PART IV. Representations and Instructions

Sections K-M applies to the pre-award portion and, while included in the official contract file, should not be important to the COR/QAEs duties in post-award.

Summary

Proper planning lowers the risk to the Government of missing deadlines and of not having the right people or equipment in the right place at the right time.

The COR/QAE and the Contracting Officer can assist one another in this planning process particularly if there will be a post-award or pre-performance conference.

The Uniform Contract Format (UCF) simplifies the effort of finding key items in a contract. Perhaps the most important information is found in Section C – the specification, or statement of work/performance of work statement, but other sections provide important information on Government rights and responsibilities.

CONTRACT
SECTION   **PART I. THE SCHEDULE**

A   Solicitation/Contract Form

B   Supplies or Services and Prices/Costs

SOW/PWS
1. Scope   ←   C   Description/Specifications/Work Statement
2. Reference Doc.
3. Requirements   D   Packaging and Marking

Contract   E   Inspection and Acceptance
Delivery Dates
CLINs   ←   F   Deliveries or Performance
Performance
Time Frame   G   Contract Administration Data

H   Special Contract Requirements   →   Security Clearances
Geographic Location
Unique Requirements

PART II. CONTRACT CLAUSES

I   Contract Clauses   →   Clauses required by
Procurement Regulations
or Law which pertain to
this Procurement

PART III. LIST OF DOCUMENTS,

List Contains:
Security Form
EXHIBITS   Data Orders
J   List of Attachments   →   CDRL
SOW/PWS
PART IV. REPRESENTATIONS AND   Specification
INSTRUCTIONS   Financial Data Sheet
(Included in solicitations/RFPs only)   Exhibits (i.e. CDRLs)

Offeror's Type of Business   ←   K   Representations, certifications, and Other   Type of Contract
Buy American Act Provisions   Statements of Offerors   Solicitation
Cost Accounting Standards   Definitions
Notices, etc.   L   Instructions, Conditions, and Notices to Offerors   →   Property Reqmts
Prog. Payments

M   Evaluation Factors for Award   →   How Proposal will
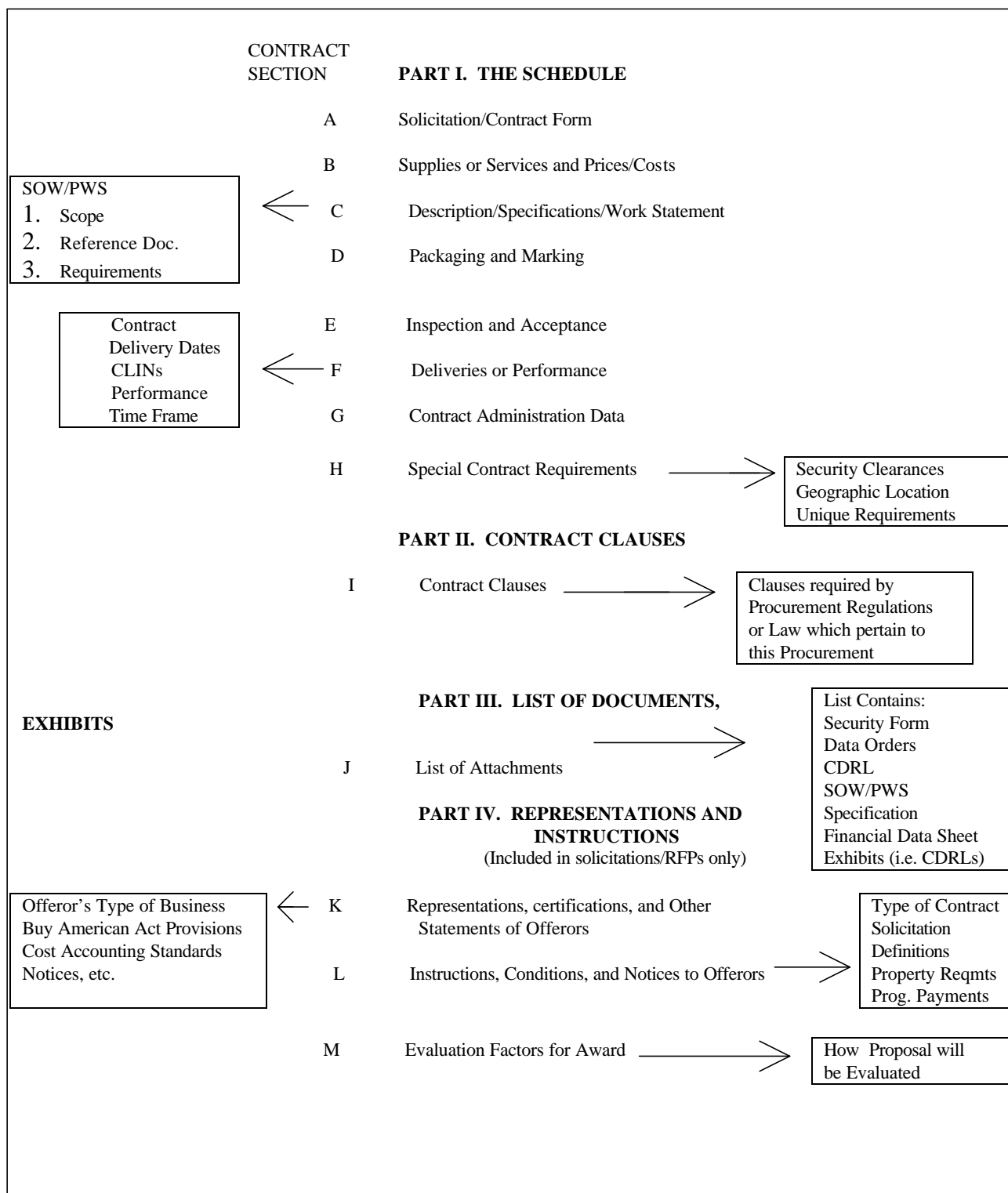be Evaluated

Figure 1. Relationship of Government Solicitation/Contract Sections to COR/QAE Interests.